



**Minutes of the
ALAMEDA FREE LIBRARY BOARD MEETING
November 12, 2009**

The regular meeting of the Alameda Free Library Board was called to order at 6:04 p.m.

ROLL CALL

Present: Mike Hartigan, President
Karen Butter, Vice President
Suzanne Whyte, Board Member

Absent: Gail Wetzork, Board Member

Staff: Jane Chisaki, Library Director
Marsha Merrick, Recording Secretary

CONSENT CALENDAR

An asterisk indicates items so accepted or approved on the Consent Calendar.

- A. *Report from the Library Director Highlighting Activities for November 2009. Accepted.
- B. *Draft Minutes of the Regular Library Board Meeting of October 14, 2009. Approved.
- C. *Library Services Report for the Month of September 2009. Accepted.
- D. *Financial Report Reflecting FY10 Expenditures by Fund for October 2009. Accepted.
- E. *Bills for Ratification for the Month of October 2009. Approved.

Vice President Butter pointed out that the art review process was not in the Board packet as Director Chisaki's letter had stated. Chisaki said she had forgotten to include it, and had copies for everyone which she passed out, along with minutes from the art committee meeting. Audiobook download stats are still down, but many new books have been added with more to come, so stats should be on the rise. The West End branch had a huge drop in doorcount, but circulation was actually up.

President Hartigan asked to be reminded about what the cost allocation number means. Director Chisaki explained that this number represents what we've been charged by other City departments, i.e. Human Resources time when they recruit for us or Public Works time when they repair something for us. The Board suggested that Chisaki remove the SunCal status item out of the Director's letter to the Board.

President Hartigan asked for a motion to approve the Consent Calendar as presented. Vice President Butter so moved; Member Whyte seconded the motion which carried by a 3-0 vote.

ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

Li Volin commented that the October "Live @ the Library" concert was great, although a little too crowded. Director Chisaki said that tickets had been oversold, but the lesson had been learned and ticket sales for the following concert would be cut-off much earlier. Marc Lambert said that he was very impressed with the high numbers for database searches. Director Chisaki speculated that it was most probably due to the amount of people looking for work.

UNFINISHED BUSINESS

A. Neighborhood Library Improvement Project (G. Wetzork)

Alyson Yarus of Noll & Tam was present and gave an overview of the project. It is now into the construction documents phase and they are preparing to apply for permits. A presentation to the City Council is planned for December 1 to advise them of the projects status and to seek any additional input they may have. Project Manager Laurie Kozisek was also in attendance and gave an outline of how lengthy the regular Council approval process is, as the Board had asked if there was any way they could speed things up. A discussion was held regarding the new security gates being put in at the branches; the Board likes the glass ones currently at the Main Library. Vice President Butter moved that glass RFID security gates be installed at the branches; Member Whyte seconded the motion which carried by a 3-0 vote. Member Butter also asked that some sort of publicity signs be put up to show the public what the refurbished branches will look like.

President Hartigan did not want to re-visit the fee increase with Noll & Tam, and did not want Ms. Kozisek to take his comments personally, however, he was inquiring of the project manager why the Noll & Tam letter dated May 22 had "based their soft-costs on a construction budget of 2.1 million". He had observed that the estimates actually came in at 1.6 million, yet they had asked for a fee increase based on 2.1 million. Hartigan urged Ms. Kozisek to be more vigilant and wants to make sure that Noll & Tam and the project manager know that the Board is watching things very carefully. Vice President Butter also expressed to Kozisek that we want to make sure we're getting the value for our money. Kozisek indicated she would open a dialog with Noll & Tam on this subject.

B. Library Board Packet Electronic Delivery Option (J. Chisaki)

Director Chisaki had talked with the City Attorney's office on possible pitfalls to this method of delivery, and had been advised that if the Boards e-mail purges automatically there shouldn't be an issue unless they had printed out material. There was a bit of discussion, and in the end, it was decided that information pertinent to the meeting, such as Consent Calendar items, continue to be mailed in hard copy form. Additional information normally contained in the board packet such as the donation report, Library Hotlines, newspaper articles, etc. could be sent via e-mail.

Member Whyte provided an e-mail address to use; President Hartigan and Vice President Butter will forward their e-mail addresses to Recording Secretary Merrick at a later date. Merrick will follow up with Member Wetzork who was not in attendance due to illness.

NEW BUSINESS

A. Alameda Free Library Foundation (J. Chisaki)

The last concert in the "Live @ the Library" series is set for the following Saturday. There has been an \$8,000 profit on the tickets and the raffle may cover all the expenses of the concert. Marilyn Marchie may be joining the Foundation Board.

B. Friends of the Alameda Free Library (M. Lambert)

The Book Sale was a phenomenal success. For future, the Friends would like to see all monetary requests for program support to be in writing, with details on where the money will be spent.

C. Patron Suggestions/Comments (Speak-Outs) and Library Director's Response

None.

LIBRARY BOARD COMMUNICATIONS

President Hartigan gave a nice welcome to new Board Member Suzanne Whyte.

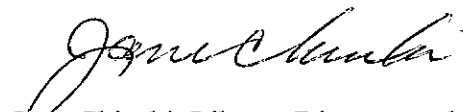
DIRECTOR'S COMMENTS

A fifth and final member for the Library Board will be appointed; her name is Kristy Perkins. There were six applicants for the Custodian position; interviews will probably take place during the first week of December. The Library is looking at adding an extra day to our cleaning service. We are also planning to have them wash our windows for a cost of \$5,000. The USGBC (United States Green Building Council) has asked us to partner with them by providing meeting room space for their LEED training classes.

ADJOURNMENT

President Hartigan adjourned the meeting at 8:23 p.m.

Respectfully submitted,



Jane Chisaki, Library Director and
Secretary to the Alameda Free Library Board